

APPENDIX A

WEIGHT FIELD STANDARDS SUBMITTING PROCEDURE

Schedule and Arrangements

To utilize the facilities of the laboratory to the fullest extent, work will be accepted by appointment. To make appointments, please contact: Paul Masterson, phone 608-224-4910.

Shipping Address

Wisconsin Metrology Laboratory
3601 Galleon Run
Madison, WI 53718

If you do not schedule an appointment with a metrologist, the laboratory will consider the work unscheduled. Unscheduled work will be performed when time allows. Expect a turnaround time of two (2) weeks from date of receipt.

Cost Estimates/Quotes

The laboratory will make a concerted effort in providing a quote to you. However, the cost of service may differ due to the metrology fee schedule as well as the variability of necessary weight adjustments to your artifacts. You may estimate the cost of service by referring to our fee schedule, accessed on our website, <https://datcp.wi.gov/Documents/FeeSchedule.pdf>

Cast Iron Weights

Cast iron weights should be thoroughly cleaned with a wire brush. A weight painted with numerous coats of paint, which are beginning to chip, should be cleaned with paint remover. DO NOT sand or shot blast or sandpaper cast iron weights. This method of cleaning removes metal as well as paint and could result in the weight being rejected.

Cast iron weights should be freshly painted with a good quality coat of aluminum paint. Use the spray can or a thin mixture in a spray gun. Do not brush on. Metric Weights should be sprayed with a thin coat of gold paint.

The laboratory will apply NIST H 105-1 for Class F specifications and tolerances. A Class F weight requirement says that the adjustment cavity must be sealed with a soft metal seal, lead for cast iron and aluminum for stainless.

Stainless Steel or Plated Weights

Weights ten pounds / five kilograms and less must be made of stainless steel. New brass weights are no longer acceptable and will not be calibrated. Old style plated weights will be approved only until they go out of tolerance or physical condition warrants rejecting them for calibration. Weight kits MUST have a serial number associated with the kit. Cast weights ten pounds / five kilograms or less used for your company's internal QA/QC procedures may be submitted for calibration, but will receive an ASTM Class 7 level calibration. This is NOT good for use to check commercial weighing devices in Wisconsin.

Stainless steel or plated weights should be cleaned with solutions to remove all extraneous matter. Care should be taken to prevent leaving a residue of any kind on the weight and to prevent getting water into the adjustment cavity. Alcohol may be needed to remove some stains.

Weight Calibration and Specifications

The word "calibrate" means to determine the exact value of the standard. Any weight meeting the proper specifications will be calibrated if a calibration is requested, necessary and can be provided by laboratory.

All new equipment to be listed as Class F must conform to all of the specifications for such weights as listed in the National Institute of Standards and Technology (NIST) Handbook 105-1.

State law requires that, every two years, the state weights and measures laboratory or a NIST traceable laboratory test weights used to test commercial devices.

Shipping and handling

If weights are shipped to laboratory, do not pack them in Styrofoam peanuts. Use bubble pack or folded cardboard. The customer is responsible for all shipping charges and fees associated with the work order(s).

VOLUME TEST MEASURE AND PROVER SUBMITTING PROCEDURE

Schedule and Arrangements

To utilize the facilities of the laboratory to the fullest extent, work will be accepted by appointment only. To make appointments, please contact the lab at (608) 224-4910.

Shipping Address

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3601 Galleon Run
Madison, WI 53718

Test Measures (10 Gallons or less)

Gasoline and fuel oil MUST be drained from all test measures and they should be washed out with a strong solution of soap and water and dried before coming into the laboratory.

The outside of the test measure should be clean and freshly painted if not stainless steel. If the test measure has been damaged, all dents should be flattened and all leaks fixed. Normal testing fee will apply to any test measures submitted whether approved or rejected if an attempt was made to test.

Test measures with plastic sight gauges that are dirty, yellow and hard to see through, should have the tube replaced before submitting to the laboratory. These tubes are available from Seraphin Test Measure Co. PO Box 227, 30 Indel Avenue, Roncoas, NJ 08073-0227; Phone: 800-573-6322, or we will replace them at the lab for a fee.

Shipping

If you send the test measures into the laboratory for your appointment, do not pack them in styrofoam peanuts. Wrap in bubble pack or folded cardboard and ship in sturdy container to prevent damage. Cover the top opening to prevent foreign material from getting inside. The customer is responsible for all shipping charges and fees associated with the work order(s).

Large Provers (Over 10 Gallons)

Gasoline or fuel oil must be thoroughly drained from the pump and hose before being brought into the laboratory. Gauge tubes should be clean and easy to see through. Clean the outside of the prover to present a professional appearance to your customers. Check your prover valves and gauge tubes for leaks. The laboratory does not repair or fix provers.

Specifications

Any new equipment must conform to all of the specifications for such measures as listed in the National Institute of Standards and Technology (NIST) Handbooks 105 1-6.